

OFFICE FURNITURE

To all Bidders:

The Embassy of the United States of America in Quito, Ecuador requires to buy Office furniture with following specifications:

LINE	DESCRIPTION	QTY
1	Meeting table (seating for 10 chairs), Computer cable management system, with at least 3 electrical outlets.	1
2	Chairs, ergonomic, style common Meetings / video teleconferences	15
3	Executive desk, "L-shaped", with filing drawers Security system, and credenza with overhead storage with overhead safety locking hinges, Computer cable management system, keyboard support Security system, and credenza with overhead storage with overhead safety locking hinges, Computer cable management system, keyboard support	5
4	Chairs, Ergonomic, with adjustable headrest, adjustable lumbar support, reclinable, adjustable height, 360-degree adjustable arm supports.	22
5	Modular workspace partitions / privacy walls to separate 6 workspaces for executive level members.	3 SETS
6	Desk, "L-shaped", with heavy duty filing drawers, Security system, Computer cable management system, keyboard support.	6
7	Chairs, waiting room style, tandem, chrome, mesh or upholstered Leatherette, or separate, individual chairs. (Seating for 12 total people)	4
8	File cabinet, storage cabinets, tall, heavy-duty filing capacity, with pull-out filing drawers (for paper files) with security system (lockable drawers), leveling height adjustable feet, filing system with silent filing drawers.	2
9	Printer table, with storage, on wheels (if possible), security system (locking doors)	2
10	Contact Center style workstations (16 TOTAL cubicles), with tempered, glass panel dividers / Separation (division partitions) for privacy and Sound dampening (phone conversations), with Workstation style inboxes (paper files), cable channels for computer cabling management, keyboard support system, with electrical outlets, height adjustable feet for leveling. Desktop workspace Approx. 1.00 x 0.60 mts Lateral panels Approx. 0.80 mts vertical	16
11	File cabinet, 2 drawers, small, heavy-duty rails, paper files, security system.	2
12	Solar screen, collapsible / folding curtain system, wall length, 2.14 x 4.73 mts.	1
13	Solar screen, collapsible / folding curtain system, wall length, 2.68 x 6.70 mts	1
14	Solar window tint	1

Direct any questions regarding this solicitation, **by e-mail**, to Alan Royston, Contracting Officer quitoprocurement@state.gov , before 4:00 p.m., local time, on Friday, September 1, 2023.

We will evaluate offers based on the best value to the US Government.

Vendors must estimate delivery and installation in Quito, Ecuador.

Pursuant to FAR 4.1102, bidders are required to be registered in SAM (System for Award Management) at the time a quotation is submitted.

In order to register to SAM, please follow the instructions detailed in the following link <https://sam.gov/content/entity-registration>

Contractors will be prequalified using Department of State guidelines. There is no testing (non-destructive or destructive) required for this work. All deliverables shall be submitted in English.

Your proposal must be submitted, **by e-mail**, to Alan Royston, Contracting Officer quitoprocurement@state.gov , **before 4:00 p.m., local time, September 15, 2023**. No proposal will be accepted after this time.